

Woodhouse Ringing Machine : Policy for storage, issue and return

Introduction :

Well-considered rules will prevent loss of custody following the machine's release for demonstration or repair. Control will have been fulfilled when the machine is returned promptly, in the condition in which it was issued.

The risks of damage and loss will be minimised and the administrative complications of issue and return will be simplified if transport can be avoided and the machine is only exhibited, examined, demonstrated or, if necessary, repaired, *in situ*. This policy will accommodate the alternative when necessary.

The roles envisaged in this policy :

- the **custodian** will release and subsequently once more receive the machine.
- the **recipient** receive the machine and then return it promptly.
- the LACR president who, as **guardian**, will be satisfied that the correct procedure has been followed on each occasion.

Policy

1. Storage

The Woodhouse machine will be accommodated permanently in a purpose-built cabinet in St.Andrew's church, Sedbergh. This building provides a temperature-controlled environment. The tower captain and churchwarden there have agreed to act as joint custodians.

2. Issue

The custodian will issue the machine on behalf of all the trustees and may only do so after approval by the president. The president will authorise issue only to a trustee and only for the purposes of exhibition, demonstration, mechanical inspection or, if necessary, repair.

3. Information to be provided by the recipient requesting issue

The trustees will require the following information and will require a minimum six weeks' notice :

- Identity of recipient
- Purpose of issue

- Destination of machine
- Proposed date of issue
- Promised date of return.

4. Authorisation of issue

Issue will be authorised by the president ; no other person may authorise issue.

5. Term of issue

The maximum period of release will be THREE WEEKS. This interval constitutes a maximum, not a norm. No recipient shall accept the machine unless there is a realistic prospect of its return within the specified period.

6. Return

After every loan, the machine will be returned within three weeks of issue, as in item 5, and restored to its cabinet, in the condition in which it was issued.

7. Running repairs and modifications

No permanent structural alteration to the machine shall be made without the consent of the president or a fully quorate meeting of the trustees. In the event of breakdown during demonstration, any obvious misalignment of parts may be rectified but parts may not be removed, modified or altered by bending, filing, re-shaping or any other process.

When any fault is encountered, a technical description must be provided. Any plans for rectification must be presented to a quorate trustees' meeting along with a schedule of proposed works and a realistic estimate of the time, facilities and resources required for completion.

8. Record keeping

- The custodian will keep a record of each issue, documenting all the points listed in **item 2** above.
- Each recipient will record any problems encountered during operation of the machine, any damage incurred during possession and any running repairs or adjustments made. This record will be handed to the custodian at the time the machine is returned.
- Such records will be kept in a folder, by the custodian

9. Review of records

Review of records will facilitate control and mutual accountability between the trustees. It will also assist compilation of the trustees' annual report to the association.

An agenda item at each trustees' meeting will be a report on each occasion when the machine has been issued since the last meeting. The report will be delivered in two sections: the first containing the guardian's record of the occasion; the second that of the recipient concerned.